

# **New Buildings and Major Additions**

## **What is Plan Check?**

Welcome to the Plan Check Section of the Riverside City Planning Department. "Plan check" is a process in which your building plans are reviewed to make sure they comply with basic safety, engineering and planning rules. We review the design of such things as the structure, plumbing and electrical systems to make sure they are safe and properly designed. We also look at other items, like building setbacks, heights and lot coverage to see that the construction is compatible with the neighborhood.

This brochure covers what is known as “**Full Plan Check**”, a process for all new construction and more involved remodels and additions.

## **What Must I Submit?**

What you submit will depend upon what you're planning to build. Here's a summary:

### **Single Family Homes and Duplexes:**

- 4 Complete Sets of Plans (a complete set of plans includes a site plan, construction drawings and any required engineering or energy calculations/details)
- 4 Additional Site Plans
- 1 Additional Floor Plans

### **Multifamily (Apartments and Condos)**

- 6 Complete Sets of Plans
- 4 Additional Site Plans
- 1 Additional Floor Plans

### **Residential Subdivisions**

- 4 Complete Sets of Plans
- 4 Additional Site Plans
- 1 Additional Floor Plans

### **Office/Commercial/Industrial**

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- 8 Complete Sets of Plans
- 2 Additional Site Plans

## **What Must My Drawings Include?**

**The SITE PLAN must include:**

- An accurate delineation of the property boundaries along with the outlines of all existing and proposed buildings, driveways, fences and other significant features (properties that are not square or rectangular can be tricky to draw; accurate boundaries are necessary for the purpose of measuring setbacks to proposed construction)
- Required handicapped parking and accessibility to building entrances (Apartment, Office, Commercial & Industrial)
- The location and name(s) of any street(s) or alleys that adjoin the property
- A North arrow, drawing scale, and all dimensions
- The assessor parcel number and the names, addresses and phone numbers of the job site, property owner and general contractor

**The CONSTRUCTION DRAWINGS must include:**

- Foundation Plan
- Floor Plans
- Elevations (front, rear and sides)
- Cross sections (floor, wall and roof)
- Truss calculations/roof plan
- Engineering and energy calculations (if necessary)
- Electrical, Mechanical & Plumbing Plans

We encourage you to have your plans drawn by a professional, who is familiar with building and zoning codes. Unclear or incomplete plans will cause delays in approval of your project.

## What Happens During the Review of My Plans?

The Planning Department coordinates all plan checks throughout City Hall and a member of our staff is designated the Plan Check Coordinator. This person starts by routing the copies of your plans to the departments and divisions that will be reviewing them. Typically, plans are routed to the:

- Planning Department, including its Building and Safety Division
- Public Utilities Water and Electric Divisions
- Fire Department
- Public Works Land Development, Industrial and Solid Waste Divisions
- Park and Recreation Department
- County Assessor

Each Department or Division has certain safety, engineering or quality of life concerns it is responsible for. If corrections are required, the Plan Check Coordinator notifies you. You are then responsible to have your plans corrected and resubmitted. The corrected plans are then rechecked after which the Plan Check Coordinator informs you when your permit may be purchased.

## How Long Does it take?

Your first plan check review will typically take no more than four weeks to process. After corrections are made, a recheck should take no longer than a week.

## How Do I Get My Permit and How Long is it Good For?

Once the Plan Check Coordinator notifies you that your plans have been approved, the Building and Safety Division can issue a permit and collect the permit fee. A building permit is normally issued to your licensed contractor, but if you plan to do the construction yourself, you may obtain the permit as an "owner-builder". For more details on this, see our handout entitled "**Building Permit and Inspection Information**". After a permit is issued, construction must begin within 180 days and inspections must be called at least every 180 days thereafter. Extensions are available when warranted by special circumstances. See our handout entitled "**When to Call for Inspections**" for more information on inspections.

### **For more information:**

Contact the Planning Department

3rd Floor, City Hall  
3900 Main St, Riverside, CA 92522

Planning Division: (909) 826-5371

Building Division: (909) 826-5697

